

OFFICE ASSISTANT (TYPING)

Employment Opportunity

The Board of Prison Terms is an Equal Employment Opportunity Employer

JOB LOCATION

Position is located at the
Board of Prison Terms
1515 K Street
Sacramento, CA 95814

**POSITION STATEMENT
(Permanent, Full-Time)**

Under the direction of the Fiscal/Business Services Manager and the lead of the Materials and Stores Specialist, the Office Assistant's responsibilities will include the following:

Receive, sort, and distribute interagency and U.S. Postal Service mail; Prepare and type labels for distribution of state material to the field; Operate postage machines and personal computer; Package and ship packages to field staff; Complete messenger runs on a routine basis; Assist with inventory and stocking of forms, setting up and breaking down meeting rooms, and with internal office moves as required.

SALARY

\$2003.00 - \$2435.00 A
\$2172.00 - \$2641.00 B

DESIRABLE QUALIFICATIONS

- Strong working knowledge of Microsoft Word, Excel and data entry.
- Strong ability to cultivate effective working relationships with others.
- Ability to lift and move heavy boxes and other materials up to 50 pounds.
- Awareness of the organization, mission and values of the Board of Prison Terms.

Additional Information

The State Application
(Form 678) can be
downloaded from the State
Personnel Board's website:
www.spb.ca.gov or the
California Youth
Authority's website:
www.cya.ca.gov

For questions specific to
the position and/or duties,
contact Janet Alcanter at
(916) 445-4072.

SEND APPLICATION TO
Board of Prison Terms
1515 K Street
Sacramento, CA 95814
Attention Janet Alcanter

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/ Surplus eligibility. Please indicate your eligibility for this classification on the state application. Applicants are required to submit a State Application (Form 678) by the final filing date September 24, 2004. This position is pending Department of Personnel Administration approval.

FINAL FILING DATE
September 24, 2004